
OVERVIEW

This section lists the Department of Licensing and Regulatory Affairs (LARA) Bureau of Community and Health Systems (BCHS) rules behind each BCHS necessary forms. The adult services worker who is acting on behalf of the Michigan Department of Health and Human Services (MDHHS) as the responsible agent will be signing BCHS forms that are located at the licensed facility during the six-month reviews with the resident.

The adult services worker being familiar with the necessary forms is better equipped to assist the licensee with information on record keeping to be in compliance with state licensing requirements. See **ASM-040, ACP Case Management**, for explanation and description of the information in the necessary forms.

List of Licensed Facilities

BCHS has created a locator tool which allows a search for all licensed adult foster care facilities in the state by facility name, county, city, zip code, and facility type or license number. Visit this link: [Department of Licensing and Regulatory Affairs \(LARA\)/Community and Health Systems/Look up a License/Facilities Adult Foster Care and Homes for the Aged Facilities.](#)

LARA Department of Licensing and Regulatory Affairs/Community and Health Systems/Look Up a License/Facilities Adult Foster Care and Homes for the Aged Facilities

Local Office AFC Facility File Records

A local facility file must contain the **DCH-1625A, Adult Foster Care of Home for the Aged Provider Agreement**, the **DHS-2351X, Provider Enrollment**, and a copy of the **DHS-3422, AFC Agreement** (congregate care only). One file can serve for all of the facilities in the county or set up as the best way to access these documents.

There are other kinds of information that may be helpful to provide information about a particular facility. For example, if a list of residents is maintained in the file, it will be available in the worker's absence should questions be raised about vacancies and description of current residents.

It may also be helpful to identify unique factors that affect the placement process, for example, whether or not the provider will accept diabetics with their need for a special diet, help with insulin injections, to identify if the facility is barrier-free or if public transportation is accessible.

Forms not used for ACP MDHHS clients

These DHS titled forms are not to be completed or used with ACP cases:

- **DHS-4771**-This form is for FICA withdrawal of funds from a provider check. FICA is not withheld from an ACP provider check.
- **DHS-4676**-This form is a provider agreement between the client and their Home Help provider with the ILS program. The ACP payment is a flat rate of personal care supplement payment so there is no breakdown for tasks associated with the amount.
- **DHS-721**-The log sheet is no longer necessary for the licensee to complete to document services provided. The licensee bills against the personal care supplement authorization to create a documentation services have been provided.

AFC RESIDENT RECORDS

When MDHHS is the responsible agency, adult services workers assist in the maintenance of facility records by providing timely and accurate information. The contents of the record are described in the administrative rules for AFC facilities. Copies of the rules may be obtained from the AFC Licensing Consultant or found by visiting the BCHS website at: [Adult Foster Care and Homes for the Aged](#). Under the "Applicants" column heading there is a link to Licensing Rules and Statutes.

Note: Adult services workers should note that family homes have several required forms that are different from those required of group and congregate facilities.

Michigan Administrative Code Rules Small Group Home Rule R400.14316, Large Group Home Rule R400.15316, Homes for the

Aged Rule R400.2452(2) require the licensee to complete and maintain a separate record for each resident on file in the home.

Although Public Act 218 of 1979 does not provide for the regulation of responsible agencies, the adult services worker is expected to assist the AFC provider in collecting the necessary information to establish the record.

The adult services worker should work with the AFC provider to ensure continued maintenance of the information and communicate with the licensing consultant if there are problems.

The AFC provider should be encouraged to discuss with their licensing consultant any problems with the responsible agency.

AFC Rules for Family Home Records

A resident record as described in Michigan Administrative Code, Family Home Rule R400.1422 specifies the minimal information to be contained in the record. The following licensing adult community placement forms contain information required by the licensing rules. BCHS requires licensed family type homes to use BCHS specific form in the file where in other situations the specific BCHS forms are not mandatory.

BCHS specific required forms contained in the records.

The AFC Family home **must** use the following numbered forms where no other equivalent will be allowed. For a detailed description of these forms, see **ASM-040, ACP Case Management**:

- **BCAL 3266-Resident Care Agreement.** In accordance with R400.1407 (5), requires upon admission that a resident care agreement be established between the resident and provider.
- **BCAL 2318-Resident Funds I and BCAL 2319 Resident Funds II.** In accordance with R400.1421 which specifies the conditions for handling and recording resident funds.
- **BCAL 4607-The AFC Licensing Division Incident/Accident Report.** Rules R400.1414, R400.1415, R400.1416 (4) (a), (b), (c), R400.1417, R400.1426 require the recording and maintenance of incident and accident reports. Reports are to

be maintained for not less than two years and are to be sent to the responsible agency.

- **BCAL 3947-Health Care Appraisal.** R400.1407 (7) (a), (b), (8) and (9) as well as R400.1416 (2) specifies health data to be kept on file for not less than two years.

Required forms for records, but do not have to be the BCHS number form:

All of the information that is on the following list of BCHS forms must be documented on an equivalent form if the licensee does not wish to use the BCHS specific form.

Licensed family homes have a choice to use their own version of the following forms to have in the resident file as long as what is documented has the same information collected:

- **BCAL 3265-Assessment Plan for AFC Residents-Family Home** or its equivalent. R400.1407 (2) (a), (b), (c), (3), (4), specifies that written assessment is required before accepting or retaining a resident for care except in emergency situations.

The ACP plan of care in MiAIMS includes key elements of the comprehensive assessment. In emergencies, the written assessment must be completed within 15 business days of date of MDHHS placement. The AFC licensee is also required to complete their own assessment of each resident.

Note: MCL 400.703 (9) in Public Act 218 of 1979 defines assessment plan as a written statement prepared in cooperation with a responsible agency or person that identifies the specific care and maintenance, services, and resident activities appropriate for each individual resident's physical and behavior needs and well-being and the methods of providing the care and services taking into account the preferences and competency of the individual.

- **BCAL 3483-Resident Information and Identification Record** or its equivalent. This form must contain all information as listed according to R400.1422 (1) (a-j).
- **BCAL 3267-Resident Medication Record** or its equivalent. If there are prescribed medications, R400.1418 (a) (b) details instructions for supervising resident medications. A written record must be maintained showing dispensing and any adjustments of the medications.

**AFC Small and
Large Group Home
Records**

- **BCAL 3485-Weight Record** or its equivalent. R400.1416 (3) states weight is to be recorded upon admission and monthly thereafter. Records are to be kept on file for two years.

Licensed small (up to 12 residents) and large (13 to maximum 20) group home licensees are also required to use forms to document important information on each resident in their care. The following BCHS forms contain all the required information that must be documented in the file:

Small or Large Group Home BCHS numbered required forms in the records:

- **BCAL 3947-Health Care Appraisal** (no equivalent to be used).
- **BCAL 2318 and BCAL 2319-Resident Funds and Valuables.** **REQUIRED** forms to document monies exchanged between the facility and resident.
- **BCAL 4607-The Bureau of Children and Adult Licensing Incident/Accident Report.** This form is **REQUIRED** for the facility to use when reporting to BCAL any incident where a resident has been harmed or exposed to harm.

Required forms for records, but do not have to be the BCHS number form:

Note: If the BCHS specific numbered form is not used, the form used must be approved by the licensing department and document the same information contained in the BCHS numbered form.

- **BCAL 3265-Assessment Plan for AFC Residents** or its equivalent. R400.14301 (2) Small Group, R400.15301 (2) Large Group. The ACP plan of care in MiAIMS includes key elements of the comprehensive assessment. In emergencies, the written assessment must be completed within 15 business days of date of MDHHS placement. The AFC licensee is also required to complete their own assessment of each resident.
- **BCAL 3483-Resident Information and Identification Record** or its equivalent.

- **BCAL 3485-Weight Record** or its equivalent.
- **BCAL 3266 Resident Care Agreement** or its equivalent.
- **Resident Register-** R400.14210 and R400.15210. The licensee shall maintain a chronological register of residents who are admitted to the home and shall include all of the following information for each resident:
 - Date of admission.
 - Date of discharge.
 - Place and address to which the resident moved, if known.

Congregate Care Facilities

There are only 10 licensed Congregate Care Facilities in Michigan. New licenses will **not** be granted for Congregate Care facilities per Section 15 of P.A. 218 of 1979. Records are to be kept on each resident in a Congregate Care facility that BCHS requires for Small and Large Group Home rules.

A list of the remaining Congregate Care facility locations and contact information is located on the Adult Services Home page under the section Adult Community Placement.

Congregate Care facility BCHS numbered forms REQUIRED:

- **BCAL 4607- Incident/Accident Report.** This form is **REQUIRED** for the facility to use when reporting to BCHS any incident where a resident has been harmed or exposed to harm.
- BCAL 2318 and BCAL 2319-Resident Funds and Valuables. **REQUIRED** forms to document monies exchanged between the facility and resident.

Required forms for records, but do not have to be the BCHS number form:

- **BCAL 3265-Assessment Plan for AFC Residents** or its equivalent. R400.14301 (2) Small Group, R400.15301 (2) Large Group. The ACP plan of care in MiAIMS includes key elements of the comprehensive assessment. In emergencies, the written assessment must be completed within 15 business days of date of MDHHS placement. The AFC licensee is also required to complete their own assessment of each resident.

- **BCAL 3483-Resident Information and Identification Record** or its equivalent.
- **BCAL 3947-Health Care Appraisal** or its equivalent.
- **BCAL 3485-Weight Record** or its equivalent.
- **BCAL 3266 Resident Care Agreement** or its equivalent.

Homes for the Aged (HFA)

HFA facilities can use forms of their own design as long as all of the following information is contained on the form per BCHS licensing rules:

Medication Log. R 325.1932 Resident medications. Rule 32:

- (3) (b) Complete an **individual medication log** that contains all of the following information:
 - (i) The medication.
 - (ii) The dosage.
 - (iii) Label instructions for use.

General Records. R 325.1941 Records; general. Rule 41. A resident register, resident records, accident records and incident reports, and employee records and work schedules shall be kept in the home and shall be available to the director or the director's authorized representative.

The **Resident Record** form and **Resident Register** form differ in that the Resident Record contains individual resident information that includes service plan information. The Resident Register form is a total list of all residents in the HFA with minimum information for each resident.

Resident Record. R 325.1942 Resident records. Rule 42.

- (1) A home shall provide a **resident record** for each resident.
- (2) A home shall assure that a current resident record is maintained and that all **entries are dated and signed**.
- (3) The **resident record** shall include at least all of the following:

- (a) Identifying information, including name, marital status, date of birth, and gender.
 - (b) Name, address, and telephone number of next of kin or authorized representative, if any.
 - (c) Name, address, and telephone number of person or agency responsible for the resident's maintenance and care in the home.
 - (d) Date of admission.
 - (e) Date of discharge, reason for discharge, and place to which resident was discharged, if known.
 - (f) Health information, as required by MCL 333.20175 (1), and other health information needed to meet the resident's service plan.
 - (g) Name, address, and telephone number of resident's licensed health care professional.
 - (h) The resident's **service plan**.
- (4) A home shall keep a resident's record in the home for at least 2 years after the date of a resident's discharge from the home.

Resident Register Log. R 325.1943 Resident registers. Rule 43.

- (1) A home shall maintain a current register of residents which shall include all of the following information for each resident:
- (a) Name, date of birth, gender, and room.
 - (b) Name, address, and telephone number of next of kin or authorized representative, if any.
 - (c) Name, address, and telephone number of person or agency responsible for resident's maintenance and care in the home.
 - (d) Date of admission, date of discharge, reason for discharge, and place to which resident was discharged, if known.

(e) Name, address, and telephone number of resident's licensed health care professional, if known.

(2) A register of all residents shall be maintained at all times for the previous 2 years.